

31 January 1968

MEMORANDUM FOR: Records Management Officers

SUBJECT : Records Procedures

25X1 1. As you know we have a number of records routines, procedures drills and disciplines, where standardization is desirable, which are not covered by any written procedure or instruction. This staff will be attempting to remedy this deficiency throughout the coming year by proposing a number of such procedures for coordination and subsequent publication in the CSI format. Subsequently we may be able to put together an expanded and more complete Records Handbook but, for the time being, propose simply to keep adding on to the [redacted] series. We will forward the more complex or lengthy documents in multiple copies to facilitate coordination but will send less copies of the simpler proposals which can be duplicated and checked out only as far as needed. Bringing the CS up to date in this regard will require considerable coordination with various other-directed officials, who may tire of the whole business, but I see no help for it. It is hoped, nonetheless, that coordination can be done efficiently in a matter of ten days, or so, in each instance.

2. The first procedure, Desensitizing RYBAT and KAPOK Documents, is one in which Records Officers participate. The other five or six procedures of this type which are required will be forwarded as soon as we can get substantial agreement in RID as to how they should be phrased.

25X1

[redacted]  
DDP/RMO

Attachment